



## Controller *John Chiang*

### California State Controller's Office

*Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.  
Voice/CRS Relay (711)*

**Position:**

Accounting Administrator III,  
Bureau of Reporting

**Position #:**

051-420-4545-XXX

**Salary Range:**

\$6,779-\$7,474

**Issue Date:**

3/23/2009

**Contact:**

Candace Martin, (916) 324-1867

**Location:**

Accounting & Reporting  
3301 C Street  
Sacramento, CA 95816

**Final Filing Date:**

4/6/2009

**Applications:**

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please write "420-4545-XXX Reporting Bureau" on your**

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

**Scope of the Position:**

The Accounting Administrator III, acting as Bureau Chief, Bureau of Reporting, is responsible for providing oversight for three operating sections: Local Government Policies, which is responsible for prescribing accounting procedures, policies, and guidelines for counties, special districts, and trial courts; Local Government Reporting, which is responsible for the review and compilation of various local government financial reports; and State Government Reporting, which is responsible for the producing California's annual financial statements. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:** (Candidates must perform the following functions with or without reasonable accommodations)

- Supervise, plan, and direct the work of section managers responsible for the review, compilation, and publication of financial data for the State of California's generally accepted accounting principle basis and budgetary/legal basis financial statements, and other financial-related reports. Manage the administration of reporting systems used to generate and publish financial statements. Review annual reports prior to publication to ensure conformity to GASB, government code, or other legal authority.
- Supervise, plan, and direct the work of section managers responsible for the review, compilation, and publication of annual financial data received from approximately 6,000 local governments. Manage the administration of reporting systems used to generate and publish financial statements. Review annual reports prior to publication to ensure conformity to government code or other legal authority.
- Perform special assignments upon request; participate in Division-level policy decisions.
- Oversee report modernization activities for the Division's mandated annual reports.
- Direct the responsibilities for annual Local Government Outreach activities.
- Participate as a business stakeholder and subject matter expert on the Fi\$Cal project.
- Provide testimony at legislative hearings, as requested by the

application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

#### Statewide Filing

Controller or his staff.

- As subject matter expert, provide the Controller with data to represent the State's financial condition before state officials and advocacy groups.

#### Amenities:

- Free Parking
- On-Site ATM
- Close Freeway Access
- Career Advancement Opportunities

**The successful candidate will meet the criteria and/or education requirements for this classification.**

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*The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.*

*Rev. 04/08*